



EAST WITTERING & BRACKLESHAM PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON THURSDAY 12TH MAY 2022 AT 7.00PM AT BRACKLESHAM BARN

<u>EWBPC</u>	Brian Reeves (BR)	Joanna El-Batal (JEB)
<u>COUNCILLORS</u>	Pamela Kensington (PK)	James Salamon (JS)
<u>PRESENT</u>	Alan Witcher (AW)	Mike Dicker (MD)
	Doug Holden (DH)	Emma Cox (EC)
	Joe O'Sullivan (JOS)	Richard Ford (RF)

<u>OTHER</u>	Graeme Barratt (CDC Councillor) (GB)
<u>COUNCILLORS</u>	Elizabeth Hamilton (CDC Councillor) (EH)
<u>PRESENT</u>	Pieter Montyn (WSCC Councillor) (PM)

<u>APOLOGIES</u>	Toby Wilsher (TW)
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<u>IN ATTENDANCE</u>	Parish Clerk
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The meeting opened at 7.00pm

22.42 Election of Chairman.

The meeting was opened by the outgoing Chair, Brian Reeves. Nominations were sought for Chairman.

*Proposed by Cllr Kensington, seconded by Cllr Ford, **Cllr Reeves was elected Chair for the next twelve months.***

22.43 Election of Vice Chairman.

Nominations were sought for Vice-Chair.

*Proposed by Cllr Witcher, seconded by Cllr Ford, **Cllr O'Sullivan was elected Vice-Chair for the next twelve months.***

22.44 Declarations of Interest and Requests for Dispensations

None.

22.45 Public Questions

None.

22.46 Minutes of the Previous Meeting Held on 14th April 2022

The minutes of the meeting held on 14/04/22 were agreed as a true record and signed by the chair.

22.47 Chairman's Announcements

None.

22.48 Update on Actions from Previous Meeting

All completed.

22.49 Reports from District and County Councillors

GB – Members bulletin has been circulated. New planning officers have been appointed, but two planning policy officers have left, which is a concern. West Wittering Parish Council are writing to CDC to highlight areas they feel the planning inspectorate have not adequately considered in their judgement.

There are problems with GP capacity at the surgery, so GB is requesting that in future the planning department should consult directly with local GP's when considering large planning applications. NHS will be asked to attend a meeting with CDC to discuss the issues around staffing, recruitment, retention and capacity/workload.

BR asked if the planning department have assigned an officer to examine the effect of the new levelling up bill on planning policy? GB replied not at this stage.

CDC will be writing to the Planning Inspectorate to ascertain why they took opposing views on the 5-year land supply in two separate appeals that were decided within two weeks of each other- why was there inconsistency between the two different planning inspectors?
Given the difficulty in recruiting medical staff to the area, BR asked if there were any local plan policies to provide specific Key Worker accommodation – GB advised that there are not.

EH – CDC have announced two new enabling grants for businesses – one for up to £2k (to be match funded) and another for £500 specifically aimed at start-up businesses (no match funding required).

PM – PM has received two emails from local residents requesting a safe pedestrian crossing on Bracklesham Lane. WSCC Highways Department have said that within the constraints of the current road layout it is not possible. PM would like the Parish Council to request WSCC Highways suggest solutions that would be acceptable so that they can be incorporated into the Vision documents. BR suggested that PM also be invited to the next Vision meeting along with WSCC Highways Officers so that he can help to advocate for us. Household waste recycling service will not be running on 2/6/22.

22.50 **Reports from Parish Councillors on meetings attended since 8/04/21**

Planning Committee met on 25/4/22. Two applications were considered. One was objected to (Wessex Avenue).

Patient Participation Group 6/5/22 – AW attended, notes had been circulated.

Assets & Open Space Committee met on 9/5/22.

Village Hall Committee met on 11/5/22 - BR & RF attended. Utility and cleaning costs are increasing. Kitchen refit is being planned. Charges are being reviewed.

22.51 **Budget Update**

Council noted the current budget position which was in line with expectations. Council noted that S137 expenditure in 2021-22 had been £0.

*Council **APPROVED** the list of payments from 1/4/22 to 30/4/22 totalling £44,137.69.*

*Council **NOTED** the S137 expenditure in 2021-22 of £0.00.*

22.52 **Key Policy and Document Review:**

The following key policies and documents were reviewed as per standing orders:

1. Code of Conduct.
2. Standing Orders.
3. Financial Regulations.
4. Complaints procedure.
5. GDPR policy.
6. Media Policy.
7. Terms of reference for committees.
8. Delegation scheme.
9. Dispensations policy.

*Council **RESOLVED** to adopt the policies as presented.*

22.53 **Banking Arrangements.**

The council reviewed the authority to allow the council to make electronic payments via on-line banking. Cllr O'Sullivan requested that the procedure be amended to remove specific reference to the tablets.

*Council **RESOLVED** to maintain the existing authority to use on-line and electronic banking.*

22.54 Review of Assets, Insurance Arrangements and Risk Assessments

The council reviewed the asset register, council risk assessments. The Clerk was awaiting the final insurance renewal proposal from WPS for 2022-23. This will be brought back to the council for ratification in June. We are in year 3 of our three-year deal with WPS.

The Clerk was directed to arrange a meeting with Nick Cheshire to discuss his plans for the village.

Cllr Kensington requested that the Councillor tablets be added to the asset register and the laptop list be updated.

*Council **RESOLVED** to accept Asset Register and Risk Assessments and to ensure that the annual insurance cover from WPS adequately covered these risks,*

22.55 To agree the council meeting schedule to May 2023

The Clerk had prepared a draft schedule of all council and standing committee meetings up to the end of May 2023.

*Council **RESOLVED** to adopt the proposed annual meeting schedule.*

22.56 Appointments to Standing Committees:

The following appointments were made:

Planning

Cllr Reeves (ex-officio)

Cllr Kensington

Cllr Holden

Cllr Dicker

Cllr O'Sullivan

Assets and Open Spaces

Cllr Reeves (ex-officio)

Cllr El-Batal

Cllr Whitcher

Cllr Holden

Cllr Salamon

Cllr Ford

Staffing

Cllr Reeves (ex officio)

Cllr Kensington

Cllr Cox

Cllr O'Sullivan

Cllr Whitcher

22.57 Confirmation of Continuance of and Appointments to Working Groups;

1. Neighbourhood Plan

Group to remain dormant until CDC confirm revised housing allocations for the Parish

in the Local Plan Review. Cllr Dicker agreed to monitor progress on the Local Plan and report back to council as required.

2. Events

Cllr Cox

Cllr Ford

Cllr Wilsher

3. Environment

Group to be amalgamated into the BREW Vision work

4. BREW Vision

Cllr Reeves

Cllr Holden

Cllr Cox

Cllr Ford

Cllr Salamon

Cllr O'Sullivan

22.58 To make appointments to the following external organisations

1. Chichester Sub-Group of the Association of Local Councils (CDALC) (4 times per year)

Cllr Reeves

Cllr Kensington

2. Village Hall Management Committee (5 meetings per year)

Cllr Reeves

Cllr Ford

Cllr Wilsher

3. West Sussex County Council County Local Forum (4 times per year)

Cllr Kensington

Cllr Holden

4. Manhood Peninsula Partnership (MPP) (3 times per year, on a Monday so clashes with planning)

Cllr Reeves

Cllr Wilsher

5. Local Business Alliance

Cllr El-Batal

Cllr Holden

6. Youth Club Committee

Cllr Cox

Cllr Ford

7. Community Wardens Panel (2 times per year)

Cllr Kensington

Cllr Witcher

8. Surface Water Issues & Solutions (SWISH) (4 times per year)

Cllr Salamon

9. Wittering Surgery Patient Participation Group

Cllr Witcher

10. A27 Improvement

Cllr Dicker

11. Peninsula Community Forum

Group is currently on hiatus. A representative will be appointed when meetings

resume.

12. Manhood Parishes Local Plan Review

Group is currently on hiatus. Cllr Dicker will represent EWBPC should meetings resume.

The meeting closed at 8.20pm

Minute number	Action	Person Responsible
22.52	Clerk to update policies on website	CLERK
22.53	Clerk to update electronic banking procedure	CLERK
22.54	Clerk to update Asset Register	CLERK
22.54	Clerk to contact Nick Cheshire and request a meeting	CLERK
22.55	Clerk to update website and notice boards with annual meeting calendar	CLERK

Date of next meeting Thursday 9th June 2022 at 7.00pm at Bracklesham Barn